



City of Bixby Bixby Public Works Authority Meeting Agenda

Monday, December 9, 2024

**Immediately Following the
City Council Meeting**

**City Hall Municipal Building
116 W. Needles Ave., Bixby,
OK 74008**

Public comments are limited to items on the agenda. Those wishing to speak on agenda items will need to appear in the City Council Chamber.

Call to Order

Chairman

Roll Call

Shannon Duran, City Clerk

Consent Agenda

Secretary's Report

Consider and Approve:

- 1) Approve Bixby Public Works Authority Minutes dated 11/12/24.
- 2) Discuss and/or take action on Water Tap Application for Genasee Twitchell at 16704 South 159th East Avenue, Bixby, OK in Tulsa County, OK.

Regular Agenda

- 1) New Business
In accordance with the Open Meeting act, Title 25 O.S. § 311.A.10, new business is defined as any matter not known about or which could not have been reasonably foreseen prior to the time of posting the agenda.
- 2) Adjournment

Notice of Posting

This Notice and Agenda was posted on the bulletin board this day of December 6, 2024, on or before 5:00 p.m., at City Hall, 116 W. Needles Avenue, Bixby, Oklahoma.

Respectfully Submitted

Shannon Duran
City Clerk

Note: All cell phones and pagers must be turned off or operated silently during all meetings.

21 O.S. Section 280 provides the following: A. It is unlawful for any person, alone or in concert with others and without authorization, to willfully disturb, interfere or disrupt state business, agency operations or any employee, agent, official or representative of the state. B. It is unlawful for any person who is without authority or who is causing any disturbance, interference or disruption to willfully refuse to disperse or leave any property, building or structure owned, leased or occupied by state officials, employees, agents or representatives or used in any manner to conduct state business or operations after proper notice by a peace officer, sergeant-at-arms, or other security personnel. C. Any violation of the provisions of this section shall be a misdemeanor punishable by imprisonment in the county jail for a term Oklahoma Statutes - Title 21. Crimes and Punishments Page 94 of not more than one (1) year, by a fine not exceeding One Thousand Dollars (\$1,000.00), or by both such fine and imprisonment. D. For purposes of this section, "disturb, interfere or disrupt" means any conduct that is violent, threatening, abusive, obscene, or that jeopardizes the safety of self or others.

For Special Accommodations

Persons who require a special accommodation to participate in this meeting should contact City Clerk, Shannon Duran: 116 West Needles Avenue, Bixby, Oklahoma, 918-366-4430 or email [City Clerk, Shannon Duran](mailto:sduran@bixbyok.gov) (sduran@bixbyok.gov), as far in advance as possible and preferably at least 48-hours before the date of the meeting. Persons using a Telecommunication Device for the Deaf may contact Oklahoma Relay at 1-800-722-0353 and voice calls should be made to 1-800-522-8506 to communicate via telephone with hearing telephone users and vice versa.

Consent Agenda Item Commentary

Item Title

Approve Bixby Public Works Authority Minutes dated 11/12/24.

Initiator**Staff Information Source****Background****Exhibits**

1. Meeting MInutes

Key Issue**Council Action****Recommendation****Item No:** 1.**Meeting Date**

December 9, 2024

Meeting

20241209 Bixby Public Works Authority

Bixby Public Works Authority Meeting Minutes

City Hall Municipal Building
116 W. Needles Ave., Bixby, OK 74008
November 12, 2024 at 6:00 PM

The agenda for the regularly scheduled meeting of the Bixby Public Works Authority of the city of Bixby was posted on the bulletin board at City Hall, 116 West Needles Avenue, Bixby, Oklahoma on November 8, 2024, on or before 5:00 p.m.

Call to Order

Mayor Girard called the Bixby Public Works Authority Meeting to order at 7:28 pm.

Roll Call

Consent Agenda

- 1) Approve Bixby Public Works Authority Meeting Minutes dated 10/28/24.
- 2) Consideration and approval of the sole source expenditure of up to \$21,091.91 from Capital Equipment funds for Network Equipment for City Hall and labor from BTC Broadband.

Mayor Girard said Items 1-2 on the Consent Agenda is up for discussion and consideration.

Mayor Girard asks for a motion to approve items 1-2. Mayor Girard made a motion to approve, seconded by Vice Mayor Founds. The vote was taken with the following results:

Carried:4-0

Ayes: Girard, Founds, Hirshey, Schultz

Nays: 0

Regular Agenda

- 1) New Business
In accordance with the Open Meeting act, Title 25 O.S. § 311.A.10, new business is defined as any matter not known about or which could not have been reasonably foreseen prior to the time of posting the agenda.
- 2) Adjournment
Adjournment was called at 7:29 pm.

Mayor

City Clerk

Consent Agenda Item Commentary

Item Title

Discuss and/or take action on Water Tap Application for Genasee Twitchell at 16704 South 159th East Avenue, Bixby, OK in Tulsa County, OK.

Initiator

Justin Dowd

Staff Information Source

Justin Dowd

Background

Genasee Twitchell is requesting a water tap for residential service at 16704 South 159th East Avenue, Bixby, OK in Tulsa County, OK.

The applicant is responsible for obtaining any off-site easements and Permits from the County for the installation of the private water service line.

Exhibits

1. Water Tap Application

Key Issue

Water Tap Approval

Council Action

Approve water tap (outside the City limits)

Recommendation

Approval

Item No: 2.**Meeting Date**

December 9, 2024

Meeting

20241209 Bixby Public Works Authority



Bixby Public Works Authority Water Tap Application

Applicant:

Address:

Genesee Twitchell
16704 S. 159th E. Ave.
Lenora, OK

Telephone:

Fax:

Email:

208-985-5964
~~gon~~ genesee-twitchell722@gmail

Please note, all items listed below must be completed and submitted prior to application review.

Complete		Condition	Staff Approval/Date
Y	N		
☒	☐	Provide site sketch showing tap location	
☒	☐	Provide legal description for tap location and plat of survey or Tax map with property to be served highlighted	
☐	☐	Provide analysis for Booster Pump Station design and performance to City Engineer	
☐	☐	Provide analysis for line sizing to City Engineer	
☒	☐	Obtain any and all off-site easements	
☐	☐	Applicant Certification signed and dated	

Applicant Certification:

NA
NA
I, Genesee Twitchell, on 11-1-2024, hereby recognize and agree to my responsibility to own, operate, and maintain in good working order all improvements required to provide water service to the location for which I have received approval for a water tap from the Bixby Public Works Authority (BPWA). I recognize that failure to operate and maintain all improvements within good working order as determined by the BPWA will constitute just cause for suspension of water service by the BPWA until such time as improvements are brought into compliance with BPWA requirements.

REGISTERED LAND SURVEYOR'S INSPECTION PLAT AND CERTIFICATE FOR MORTGAGE LOAN PURPOSE COLLINS LAND SURVEYING, INC. 3340 W. 151st ST. S. - P.O. Box 250 KIEFER, OK. 74041 OFFICE (918)321-9400 FAX (918)321-9404			J.O. NO.: <u>24-06-166</u> Customer: <u>Buffalo Land Abstract Company, Inc.</u> Twitchell, Genasee Borrower: <u>and Munoz, Pedro Gomez</u> 2406-0008-02 Plat No: <u>386</u>		
B/L=Building Line U/E=Utility Esmt. F/E=Fence Esmt.	OB/L=Out Building Line SW/E=Sidewalk Esmt. R/W=Right of Way	D/E=Drainage Esmt. B/E=Buried Tele. & Elec. Cable Esmt. S/E=Service Entrance	SCALE: 1"=40' NORTH		

SUBJECT PROPERTY LIES WITHIN FLOOD ZONE "UNSHADED X" AN AREA OF MINIMAL FLOOD HAZARD AS SHOWN ON FIRM MAP#400462 0470K, DATED 08/03/2009.

The following documents do apply to or affect;
Doc# 2023081430

The following documents do not apply to or affect subject property;
Doc# 2023081433

16' Vacated Alley
Bk. Pg.
13 354
Doc# 2023068541

Dedication Deed
Bk. Pg.
2526 371

Existing Water line 1/2" line at Meter

Meter install location 3/4" line needed on customer end
19.50' Declaration
Doc# 2023081434

THIS PLAT IS MADE FOR AND AT THE REQUEST OF:

Buffalo Land Abstract Company, Inc. / CalCon Mutual Mortgage LLC dba One Trust Home Loans, ISAOA
FOR MORTGAGE LOAN PURPOSES ONLY COVERING LEGAL DESCRIPTION AS PROVIDED

Lots One (1), Two (2), Three (3), Four (4), and Five (5), Block Thirty (30), TOWN OF LEONARD, Tulsa County, State of Oklahoma, according to the recorded Plat No. 386, LESS AND EXCEPT the North Fifty-five (55) feet thereof and including the vacated 16 foot alley adjacent thereto and including the North 19.5 feet of Lots Eighteen (18), Nineteen (19), Twenty (20), Twenty-one (21), and Twenty-two (22) of said Block Thirty (30).

Property address: TBD South 159th East Avenue, Bixby, Oklahoma

SURVEYORS STATEMENT

COLLINS LAND SURVEYING INC., AN OKLAHOMA CORPORATION, AND THE UNDERSIGNED REGISTERED PROFESSIONAL LAND SURVEYOR DO HEREBY STATE THAT IN OUR PROFESSIONAL OPINION, THE ABOVE INSPECTION PLAT SHOWS THE DWELLING AS LOCATED ON THE PREMISES DESCRIBED, THAT IT IS ENTIRELY WITHIN THE DESCRIBED TRACT BOUNDARIES AND THERE ARE NO ENCROACHMENTS THEREON BY VISIBLE PERMANENT IMPROVEMENTS, EXCEPT AS INDICATED; THAT THE ABOVE INSPECTION PLAT SHOWS ALL RECORDED PLAT EASEMENTS AND OTHER SUCH EASEMENTS WHICH HAVE BEEN DISCLOSED BY A CURRENT TITLE OPINION OR BY COMMITMENT FOR TITLE INSURANCE AND COPIES THEREOF PROVIDED TO US; THAT THIS INSPECTION PLAT WAS PREPARED FOR IDENTIFICATION ONLY FOR THE MORTGAGEE AND IS NOT A LAND OR BOUNDARY LINE SURVEY, THAT NO PROPERTY CORNERS WERE SET, AND IS NOT TO BE USED OR RELIED UPON, FOR THE ESTABLISHMENT OF FENCE, BUILDING, OR OTHER IMPROVEMENTS; THAT UNDERGROUND UTILITIES WERE NOT FIELD LOCATED AND THEREFORE ARE NOT SHOWN ON THIS INSPECTION PLAT UNLESS SPECIFICALLY REQUESTED BY THE CLIENT; THAT THIS INSPECTION PLAT WAS PREPARED SOLELY FOR THE CLIENT LISTED HEREON AND MAY NOT BE USED FOR ANY SUBSEQUENT LOAN CLOSING, REFINANCE, OR OTHER TRANSACTION; AND THAT NO RESPONSIBILITY OR LIABILITIES ASSUMED HEREBY TO THE PRESENT OR FUTURE LAND OWNER OR OCCUPANT. BURIED SERVICE CABLE LOCATIONS ARE APPROXIMATE; CALL OKIE BEFORE DIGGING 1-(800)-522-6543

WITNESS MY HAND AND SEAL THIS DATE:

FINAL: 07/15/2024
Pad Added: 10/23/2024

Regular Agenda Item Commentary

Item Title

New Business

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Initiator**Staff Information Source****Background****Exhibits****Key Issue****Council Action****Recommendation****Item No:** 1.**Meeting Date**

December 9, 2024

Meeting

20241209 Bixby Public Works Authority